

**Phoenix Program
Process Definition – ASSET MANAGEMENT**

Process	LEASE EXPRESSADD
Process Number	AM-011

Description of Process

This process enables the user to add lease purchase asset records quickly; much of the required information is defaulted from the profile.

Input to Process

Physical and financial data pertaining to the lease/purchase to be added.

Output of Process

An updated database and the "Updated Transactions Report".

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Function	Panel Group
GO	Manage Assets, Manage Assets
USE	Lease ExpressAdd

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Definition Panel	Agency
Profile Id: Verify, type or select the appropriate Profile Id. "LCOMP", "LCOMP_Z", "LMACH", OR "LMACH_Z".	
Description: Type the description of the leased asset	
CAP #: No Entry	
Tag Number: Type the tag number if known	
Edit Trans Info: Click on this box only to change Transaction Date or Accounting Date to other than the defaulted current date.	
Exch Rt Type: Accept default "CRRNT"	
Lease ID: Type the Lease Number	
Vendor ID: Type or select the Vendor ID	
Vendor Contact: Vendor contact name	
Responsibility: Purchaser contact name	
Terms Panel	
Lease Term: Type the number of months of the lease term	
Estimated Life: Accept the default (equal to the lease term) or type over to enter the number of months of the estimated life.	
Annual Implicit Interest Rate: Type the vendor-supplied interest rate	
Annual Incremental Borrowing Rate: No Entry	
Payment Schedule ID: Type or select from list	
Fair Market Value: No Entry	
Guaranteed Residual Value: No Entry	
BPO: Check if the contract provides for a Bargain Purchase Option	
BPO Payment: If BPO is checked, type the purchase payment amount	
BRO: Check if the contract provides for a Bargain Renewal Option	
BRO Payment: If BRO is checked, type the renewal payment amount	
Transfer of Ownership by end of lease?: Check if yes	
Minimum Rental Payment: Type the monthly payment amount	
Step lease?: No Entry	
Lease Type: Click Capital	

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Verify: Click Verify to verify a valid capital lease	
Calculate: Click to calculate Minimum Lease Payments, Present Value Lease Payments and Capitalized Lease Amount on this panel, Cost on the Cost info/comments Panel and the complete payment schedule on the Payment Schedule Panel	
Step Lease Payment Panel - Not used	
Cost info/Comments Panel	
Comment: Up to 99 ? lines of comments may be typed.	
Fund Code: Type or select the appropriate Fund Code	
Organization: Type or select the appropriate Organization Code	
Program: Type or select the appropriate Program Code	
Sub-Cls: No Entry	
BY: Type of select the appropriate Budget Year	
Prj/Grt: Type or select the appropriate Project/Grant code	
Category: No Entry; will default from Profile code	
Cost Type: No Entry	
Accum Depr: No Entry - calculated if applicable	
Quantity: Quantity of items leased	
Cost: Calculated lease cost	
Payment Schedule Panel - Display only	
Payment Date: Scheduled payment dates	
Total Payment Amount: Calculated scheduled total payment	
Interest Expense: Calculated scheduled interest expense	
Obligation Reduction: Calculated scheduled obligation reduction	
Note: Verify that the dates and total number of months on the payment schedule agrees with the amortization schedule supplied by the vendor	

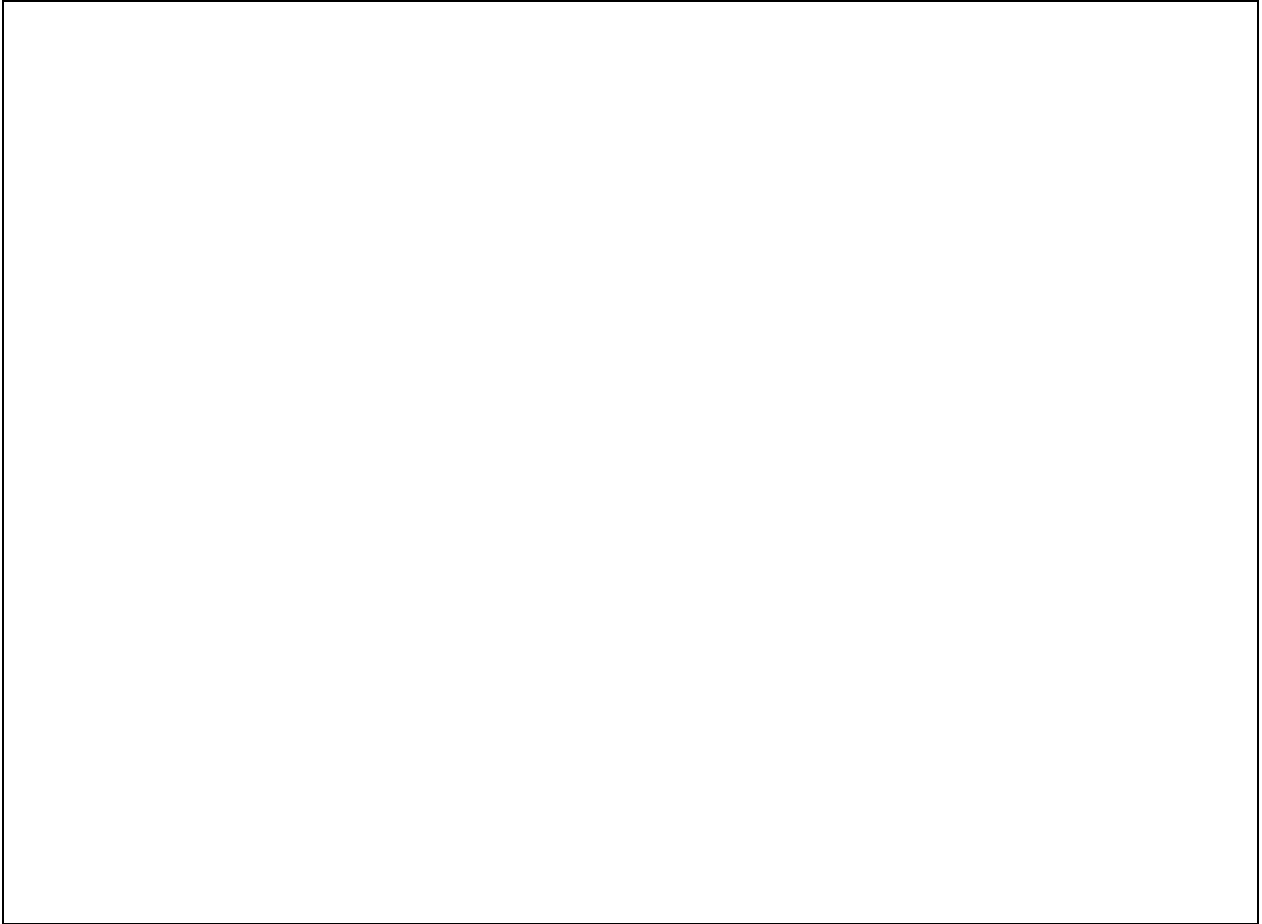
Save

Forms Used with Process (#)

*Attach sample form(s)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested